



# COMMONWEALTH OF KENTUCKY JOB CLASS SPECIFICATION

## FISH & WILDLIFE INFORMATION SYSTEM SUPV

Job Number: 20001477

Job Code: 71900V000101

Job Group: 7100 - AGRICULTURAL AND WILDLIFE SCIENCE

Job Established: 04/16/1995

Job Revised: 05/16/2008

Grade: 16 Salary (MIN - MID):

\$21,870-\$28,972 - Hourly

\$3,553.88-\$4,707.96 - 37.5 Hr. Monthly Salary

\$3,790.80-\$5,021.82 - 40 Hr. Monthly Salary

Special Entrance Rate:

NONE

NONE

NONE

### **PROBATIONARY PERIOD:**

This job has an initial and promotional probationary period of 6 months. For additional information refer to: <http://www.lrc.ky.gov/kar/101/001/325.htm>.

**CHARACTERISTICS OF THE JOB:** *Characteristics of a job are general statements indicating the level of responsibility and discretion of positions in that job classification. These are not intended to be an exhaustive list.*

Supervises the development, implementation and operation of the Fish and Wildlife Information System (FWIS) including geographic information systems (GIS) for the Department of Fish and Wildlife; and performs other duties as required.

### **MINIMUM REQUIREMENTS:**

#### **EDUCATION:**

Graduate of a college or university with a bachelor's degree in computer science, mathematics, geography, a biological or physical science.

#### **EXPERIENCE:**

Must have four years of data processing experience--two of which must have been in using natural resources geographic information systems.

#### **Substitute EDUCATION for EXPERIENCE:**

NONE

#### **Substitute EXPERIENCE for EDUCATION:**

A master's degree in one of the above fields will substitute for one year of the data processing experience.

#### **SPECIAL REQUIREMENTS (AGE, LICENSURE, REGULATION, ETC.):**

NONE

**EXAMPLES OF DUTIES OR RESPONSIBILITIES OF THE JOB CLASSIFICATION:** *Examples of duties or responsibilities are not to be construed as describing what the duties or responsibilities of any position shall be and are not to be construed as limiting the appointing authority's ability to assign, or otherwise alter the duties and responsibilities of a position. This is not intended to be an exhaustive list.*

Serves as a consultant to agency management and project leader on the development and implementation of the FWIS including GIS. Reviews, evaluates and designs complex FWIS applications. Analyzes end user database requests for integration into the central FWIS. Participates in and makes program budget recommendations. Develops and disseminates policies and procedures. Coordinates FWIS data sharing with all Fish and Wildlife user groups including other government agencies. Produces complex computer models using digital, spatial and tabular information. Is responsible for maintaining accuracy, integrity and security of spatial databases. Develops specifications for use in converting hardcopy maps and other documents to digital format. Provides guidance in the use of the Global Positioning System data. Coordinates the creation, testing and installation of programs to accomplish geographic analyses. Has responsibility for the planning and preparation of the FWIS aspects of the Information Resource Plan. Drafts instructions for using the FWIS. Makes presentations to sportsman groups, schools, civic groups and others regarding the FWIS programs. Maintains records and reports.

**UNIQUE PHYSICAL REQUIREMENTS:**

**TYPICAL WORKING CONDITIONS:** *Incumbents in the job will typically perform their job duties under these conditions.*

Occasional travel throughout the state. Occasional exposure to wildlife with attendant risks. Work primarily confined to office setting.

**ADDITIONAL REQUIREMENTS:**

Upon appointment, employees in this class may be required to maintain a valid driver's license and required to drive a licensed vehicle. This status may be necessary for the length of time in this class. If this is necessary it will be listed in the specific position description for that position. Applicants and employees in this job title may be required to submit to a drug screening test and background check. Applicants and employees in positions which perform job duties that may require contact with offenders in the custody or supervision of the Department of Corrections or with youth in the care, custody, or supervision of the Department of Juvenile Justice must meet qualifications pursuant to the federal Prison Rape Elimination Act, 28 C.F.R.115.17 and 115.317.

*THE COMMONWEALTH OF KENTUCKY DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, RELIGION, SEX, NATIONAL ORIGIN, SEXUAL ORIENTATION OR GENDER IDENTITY, ANCESTRY, AGE, DISABILITY, POLITICAL AFFILIATION, GENETIC INFORMATION OR VETERAN STATUS IN ACCORDANCE WITH STATE AND FEDERAL LAWS.*